St Bartholomew’s School



# Job Description

Post: Administration Assistant/PA to Head of Sixth Form

Line Manager: Headteacher & Assistant Headteacher: Head of Sixth form

Salary Range: APT&C Scale 14-16

**Principal Responsibility/Job Purpose:**

The post holder is responsible to the Assistant Headteacher: Head of Sixth Form as their Personal Assistant and their team to provide support in the efficient discharge of their duties.

**Principal Tasks:**

**Sixth Form Administration:**

* Responsibility for the smooth administration of internal and external student admissions.
* Organising Sixth Form events, such as Open Evenings, Induction Days, etc.
* Providing support at Sixth Form Parents Evenings.
* Supporting the election process of the School Officer and Subject Representatives and helping to co-ordinate their activities.

**PA Support to the Assistant Headteacher: Head of Sixth Form:**

Providing administrative and PA Support which will include:

* Word processing;
* Spreadsheets;
* Responding to the telephone and communicating with the Head of Sixth Form and their team.
* Various administration tasks involving senior management/students/parents;
* Supporting the Assistant Headteacher: Head of Sixth Form in diary management;
* Preparing Induction and new entrants interview programmes;
* Updating student records and timetables on SIMS;
* Preparation of official School booklets.

#### Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re‑evaluation.

Signed:………………………………………………………………. Date:…………………………………

 Headteacher, Julia Mortimore

Signed:……………………………………………. …………………. Date:…………………………………

 Post Holder

## Person Specification

Post: **Administration Assistant/PA to Head of Sixth Form**

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| Key Criteria | Essential | Desirable |
| Qualifications and Training | * Good general education.
* Computer literate.
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| Competence Summary(Knowledge, abilities, skills experience) | * In possession of good secretarial and word processing skills and use of Excel.
* An effective administrator and organiser.
* Good at relating to and communicating with a wide range of people.
* Adaptable and flexible.
* Confident enough to use own initiative.
* Capable of working under pressure.
* Discreet and maintains confidentiality.
* Ability to work in a way that promotes the safety and wellbeing of children and young people.
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